

**CA-PMM****Project Name:** iLicensing Project**OCIO Project #:** 1110-107**Department:** Department of Consumer Affairs**Reporting Period:** From: 11/1/09 To: 11/30/09**Team Member to Project Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
--------------	-------------	----------	--------

## CA-PMM

**Project Name:** iLicensing Project

**OCIO Project #:** 1110-107

**Department:** Department of Consumer Affairs

**Reporting Period:** *From:* 11/1/09 *To:* 11/30/09

## Team Member to Project Manager


**CA-PMM****Project Name:** iLicensing Project**OCIO Project #:** 1110-107**Department:** Department of Consumer Affairs**Reporting Period:** From: 11/1/09 To: 11/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Project on-hold.		
2. Were any key milestones or deliverables rescheduled?	Yes	Project on-hold.		
3. Was work done that was not planned?	Yes	Project on-hold.		
4. Were there any changes to scope?	Yes	Project on-hold.		
5. Were tasks added that were not originally estimated?	Yes	Project on-hold.		
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Project on-hold.		
8. Are there any new major issues?	Yes	Project on-hold.		
9. Are there any staffing problems?	No			

**CA-PMM****Project Name:** iLicensing Project**OCIO Project #:** 1110-107**Department:** Department of Consumer Affairs**Reporting Period:** From: 11/1/09 To: 11/30/09**Project Manager to Sponsor****Look Ahead View**

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?			
2. Do any key milestones or deliverables need to be rescheduled?			
3. Is there any unplanned work that needs to be done?			
4. Are there any expected or recommended changes to scope?			
5. Are there any tasks not originally estimated that will need to be added?			
6. Are there any tasks or milestones that should be removed from the plan?			
7. Are there any scheduled tasks whose start will likely be delayed?			
8. Are any major new issues foreseeable?			
9. Are any staffing problems anticipated?			

## CA-PMM

**Project Name:** iLicensing Project

**OCIO Project #:** 1110-107

**Department:** Department of Consumer Affairs

**Reporting Period:** From: 11/1/09 To: 11/30/09

## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

The iLicensing Project has been placed "on-hold" until further notice.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project on-hold					

## CA-PMM

**Project Name:** iLicensing Project

**OCIO Project #:** 1110-107

**Department:** Department of Consumer Affairs

**Reporting Period:** From: 11/1/09 To: 11/30/09

## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule				Project on-hold.
Milestones				
Deliverables				
Resources				
OneTime Cost				
Continuing Cost				

Project Name: iLicensing ProjectOCIO Project #: 1110-107Department: Department of Consumer AffairsReporting Period: From: 11/1/09 To: 11/30/09

## Sponsor to Executive Committee

### Summary Milestones and Highlights

**Project Milestones:**

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project on-hold.					

**Variances**

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule				Project on-hold
Milestones				
Deliverables				
Resources				
One Time Cost				
Continuing Cost				

Project Name: iLicensing ProjectOCIO Project #: 1110-107Department: Department of Consumer AffairsReporting Period: From: 11/1/09 To: 11/30/09

## Sponsor to Executive Committee

### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	Green	Project on-hold
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	Green	Project on-hold
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	Green	Project on-hold
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	Green	Project on-hold
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	Green	Project on-hold
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	Green	Project on-hold
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	Green	Project on-hold
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	Green	Project on-hold
	Partial alignment	1		
	Weak or no alignment	2		



Project Name: iLicensing ProjectOCIO Project #: 1110-107Department: Department of Consumer AffairsReporting Period: From: 11/1/09 To: 11/30/09

## Sponsor to Executive Committee

9. Value-to-Business	Strong	0	Green	Project on-hold
	Medium	1		
	Weak	2		
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	Green	Project on-hold
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	Green	Project on-hold
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	Green	Project on-hold
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	Green	Project on-hold
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	Green	Project on-hold
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	Green	Project on-hold
	Moderately Effective	1		
	Ineffective	2		
Total			Green	

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale